



United States Department of Agriculture

Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

POLICY FOR USE OF SC-237A REQUEST FOR AUDIT SERVICES FORM

This policy document outlines the use of *Request for Audit Services* form (SC-237A) between the auditee and the USDA, including Federal-State cooperators.

AUTHORITY

Title 7 of the Code of Federal Regulations, Part 62 (7 CFR 62) Agricultural Marketing Service Audit Verification and Accreditation Programs (AVAAP).

POLICY

The SC-237A, Request for Audit Services form, allows for the efficient collection of required data needed to plan, schedule, and perform Audit Services Branch audit-based services. These include the USDA Good Agricultural Practices (GAP), USDA Harmonized GAP, USDA Harmonized GAP Plus+, Mushroom GAP (MGAP), Plant Systems Audit (PSA) programs, as well as other audit-based services the Audit Services Branch (ASB) may offer in the future.

- When a federal or federal-state field office receives a request from an auditee for audit-based services, the SC-237A form shall be used to document the request. The auditee may submit the SC-237A via email, fax, or mail to the appropriate field office or ASB. The request for the initial audit must be made in advance of the audit and no later than 2 weeks prior to the end of the growing/harvesting/packing season.
- Upon receipt of an SC-237A form, the receiving field office will promptly contact the auditee, preferably within two business days, to acknowledge receipt of the form. They will verify that the auditee is in the correct division, has an auditable commodity, has established their billing account, has an established food safety program, is prepared to be audited, and is ready to verify and schedule the audit. If the request cannot be handled by the receiving office, the receiving office should refer the auditee to the correct office.
- Any audit programs conducted by ASB not listed on the SC-237A form must be entered under "Other, specify". The lead auditor shall write and confirm the audit program in the space provided, ensuring the type of audit is an ASB-performed program.
- If the request is outside of the scope of the program requested or if the request can't be fulfilled, the SC-237A form will be kept on file with documentation of the denial by the office that issued it.

Effective Date: May 2026

Page 2 of 2

- Offices shall keep the SC-237A form on file in the office of record for a period of three Federal fiscal years plus the current fiscal year in accordance with the [SCI Division Office Retention and Disposition Manual](#) (intranet link). The Federal fiscal year is October 1 through September 30.
- The most recent version of the form shall be used. This form is posted at <https://www.ams.usda.gov/sites/default/files/media/SC237A.pdf>

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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